

Renewals Emergency Permits

The Office of Educator Effectiveness and Licensing will strictly adhere to the **four-week** deadline for submission of an application for the Emergency Permit. When approving the application for EP, the school corporation is required to indicate the date on which the applicant's duties began.

An applicant for an EP has four (4) weeks from the day the teaching assignment begins to apply for the EP.

When approving an application for an EP, the school employer must indicate the date on which the applicant's teaching assignment started.

The four (4) week submission period applies to all EP applications, whether originals or renewals, and it will be strictly enforced.

A school employer may renew an EP annually as long as the EP holder can meet renewal requirements by providing proof of continuing progress toward achieving full licensure in the content area on the permit. Failure to meet renewal requirements may result in denial of the renewal application.

How to demonstrate progress toward licensure for EP renewal:

- Coursework must be documented on official transcripts
- Ongoing attempts to complete testing requirements must be documented by official score reports.
- If college courses for renewal are cancelled, cancellation must be verified by the institution.
- If the courses necessary for licensure are not yet available because they are offered in a required sequence that has a future start date that must be verified by the institution
- Renewal coursework or testing must be completed after the issue date of the EP being renewed.

Other cases can be discussed and determined with the Office of Educator Licensing Staff, the EP holder and school employer/corporation representative.

All EPs expire at the end of the school year (June 30)

Emergency Permits are not available in the following areas:

- Instructional: Driver & Traffic Safety
- School Services: School Psychologist

When all college or university licensure program requirements are met, including testing, the educator will apply for licensure through his/her college or university licensing advisor, who will recommend the appropriate licensing action (original or addition).

Additional Requirements for Communications Disorders Emergency Permits

To be eligible to renew an emergency Communication Disorders permit, an individual must:

- Submit official transcripts showing 6 hours of coursework towards completing a graduate Communications Disorders program.

Required Documents for EP renewals:

- Valid CPR card from IDOE approved provider
- Proof of Continued Progress toward achieving full licensure
- Official CORE test score reports, if applicable

Step-by-Step Instructions

1. Log into your [LVIS](#) account.
2. Click on "Add Application" on the right hand side.
3. Click the Renewal
4. Choose your emergency permit.
5. Click Next.
6. Click "Add Recommending Institution Entry"
7. Select the state. If Indiana, Select the University. If out-of-state, type in the name of the college/university. Click "Save Recommending Institution Entry."
8. Be sure the **Employer Name** is correct. If not, click update. Select the corporation, not the school where you are employed or intend to be employed. Click "Submit Employer." Click "Return to Application."
9. Click Next
10. Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click "Next."
11. Upload the required documentation. Click "Next."
12. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing documentation will be in **RED**.
13. Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee
14. Mark the box under the "Pay?"
15. Fill out all the Billing information.
16. Click "Review Summary."
17. Click box under Refund Policy.
18. Click "Submit."